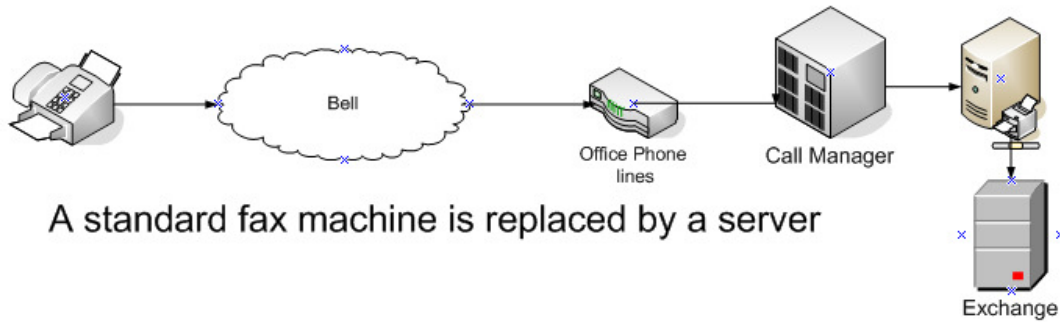# Fax over IP User Guide

What is Fax over IP?

Fax over IP is the transmission of Facsimile information over IP (Internet Protocol) within the company infrastructure. The information is converted to a digital format and is sent the same way as a web page.

The network simulates the equivalent of a fax machine and creates an electronic based fax sheet.

Sending an Outbound Fax:

1. Open the document you wish to fax
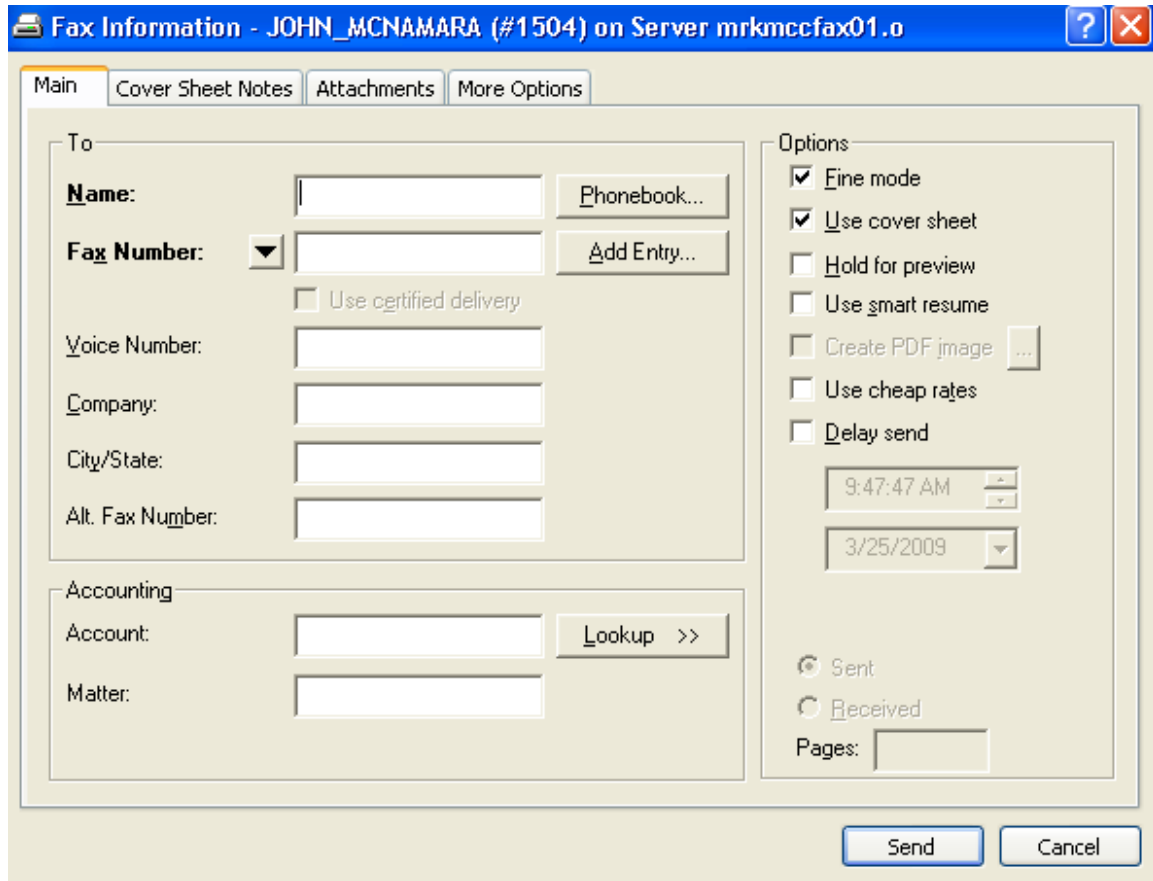2. Select File → Print from the main toolbar
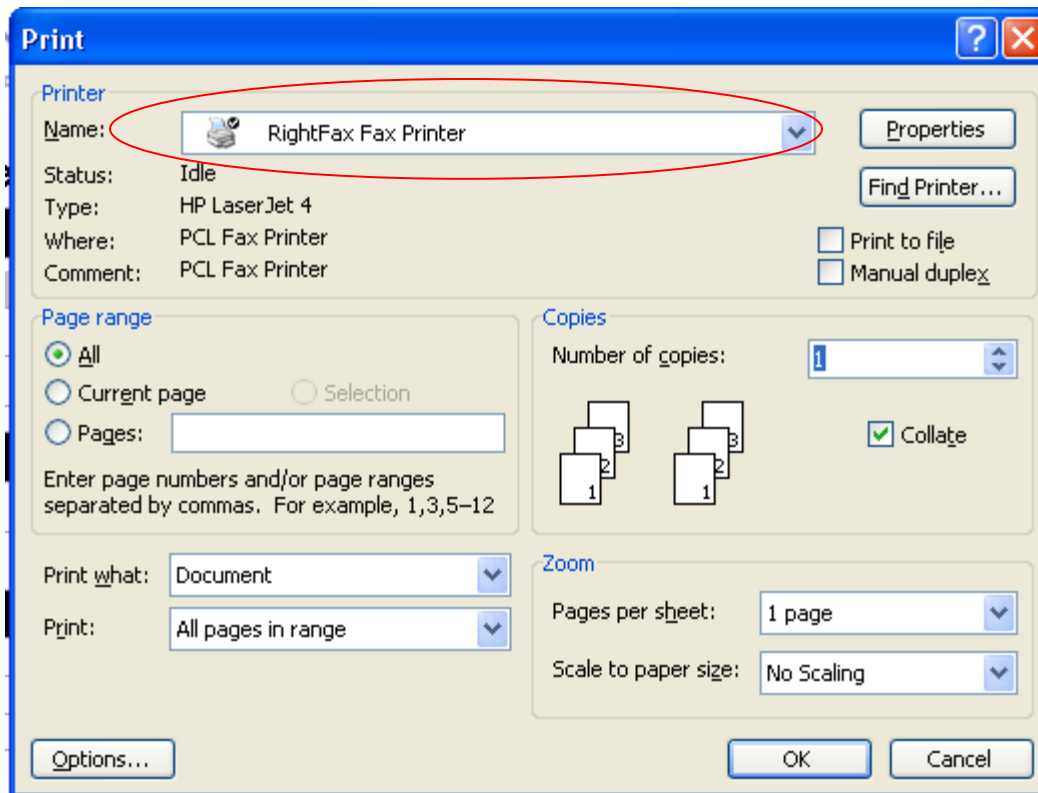
Select the RightFax Printer
Select OK

After selecting OK, the PC will activate the Fax application

3. Complete Fax Input Information:

Input key information Name, Fax Number
Add Voice Number
Enable Use Cover sheet

4. To Create a Fax Contact Phone Book; Select Phonebook
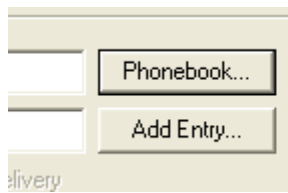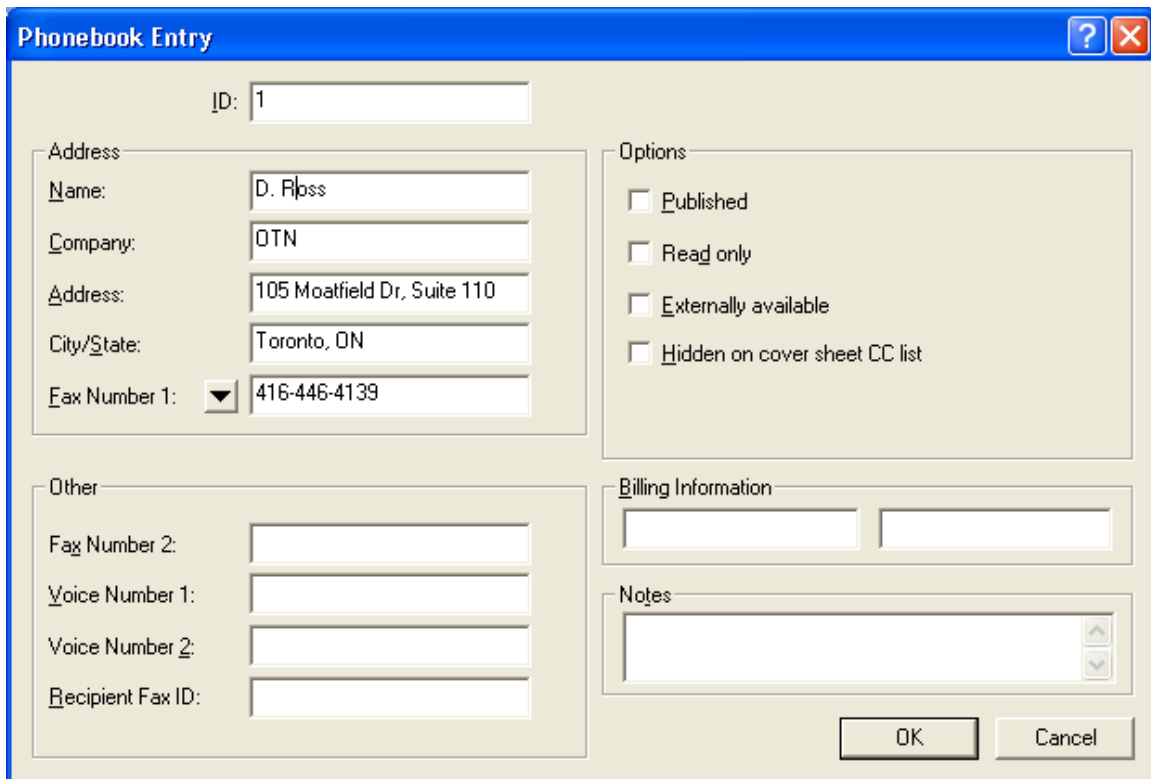
Phonebook...   Phone book options

Add Entry...   Manual add to local address book

elivery

Phonebook

Select Recipients

RightFax

Type ID or select from list: [   ]   MAPI...   Configure Phonebooks >>

T.	ID	Name	Company
📖	1	D. Ross	OTN

Other Users...
Edit Entry
Delete Entry
New Entry
New Group
Print...

Current Recipients

/	ID	Certified ...	Name	Company

Remove
Single-Use Entry

OK
Cancel
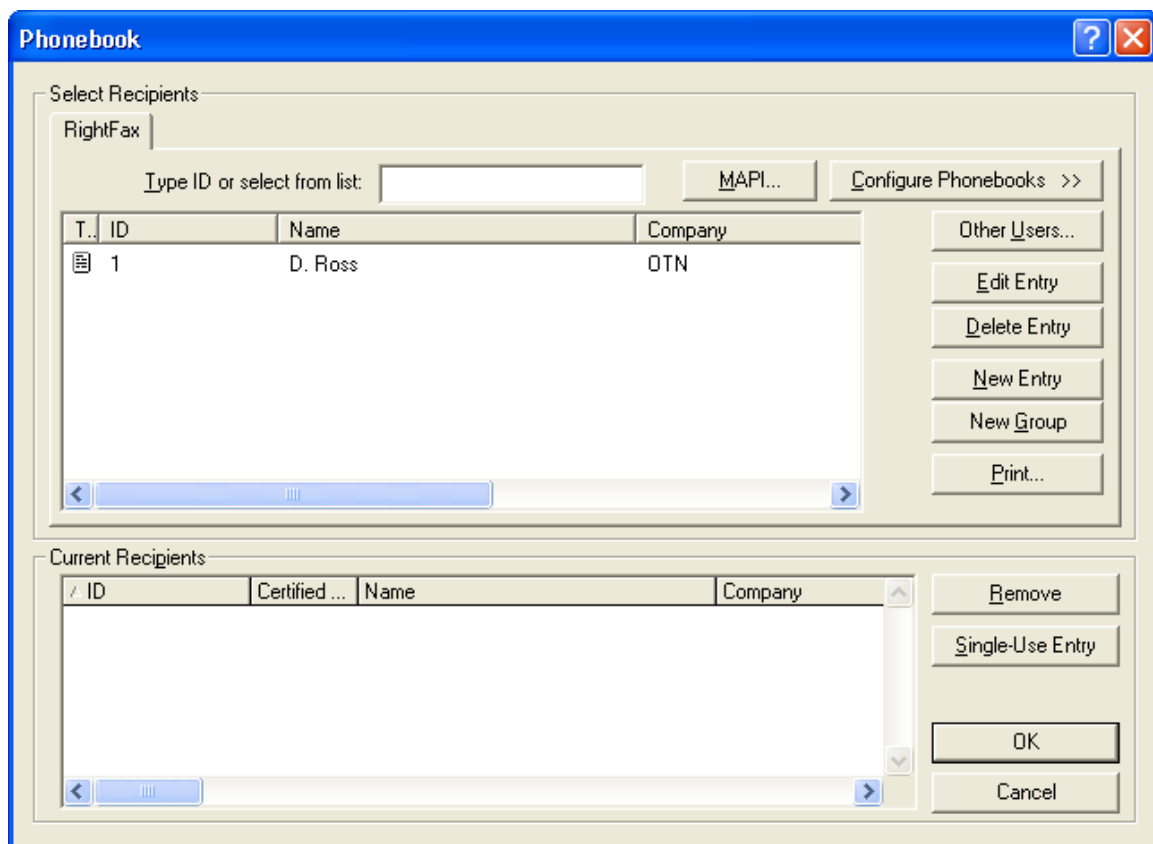
Complete the following fields after selecting New Entry. Create a unique ID for each entry.

Phonebook Entry

ID: 1

Address

Name: D. Ross

Company: OTN

Address: 105 Moatfield Dr, Suite 110

City/State: Toronto, ON

Fax Number 1: ▼ 416-446-4139

Options

☐ Published

☐ Read only

☐ Externally available

☐ Hidden on cover sheet CC list

Other

Fax Number 2:

Voice Number 1:

Voice Number 2:

Recipient Fax ID:

Billing Information

Notes

OK   Cancel

Fax Information - DROSS (#1540) on Server mrkmccfax01.o

Main | Cover Sheet Notes | Attachments | More Options

To

Name: D. Ross — [Phonebook...]

Fax Number: ▼ 416-446-4139 — [Add Entry...]

☐ Use certified delivery

Voice Number: 416-446-4110 x 4217

Company: OTN

City/State: Toronto, ON

Alt. Fax Number: _____

Accounting

Account: _____ [Lookup >>]

Matter: _____

Options

☑ Fine mode
☑ Use cover sheet
☐ Hold for preview
☐ Use smart resume
☐ Create PDF image [...]
☐ Use cheap rates
☐ Delay send
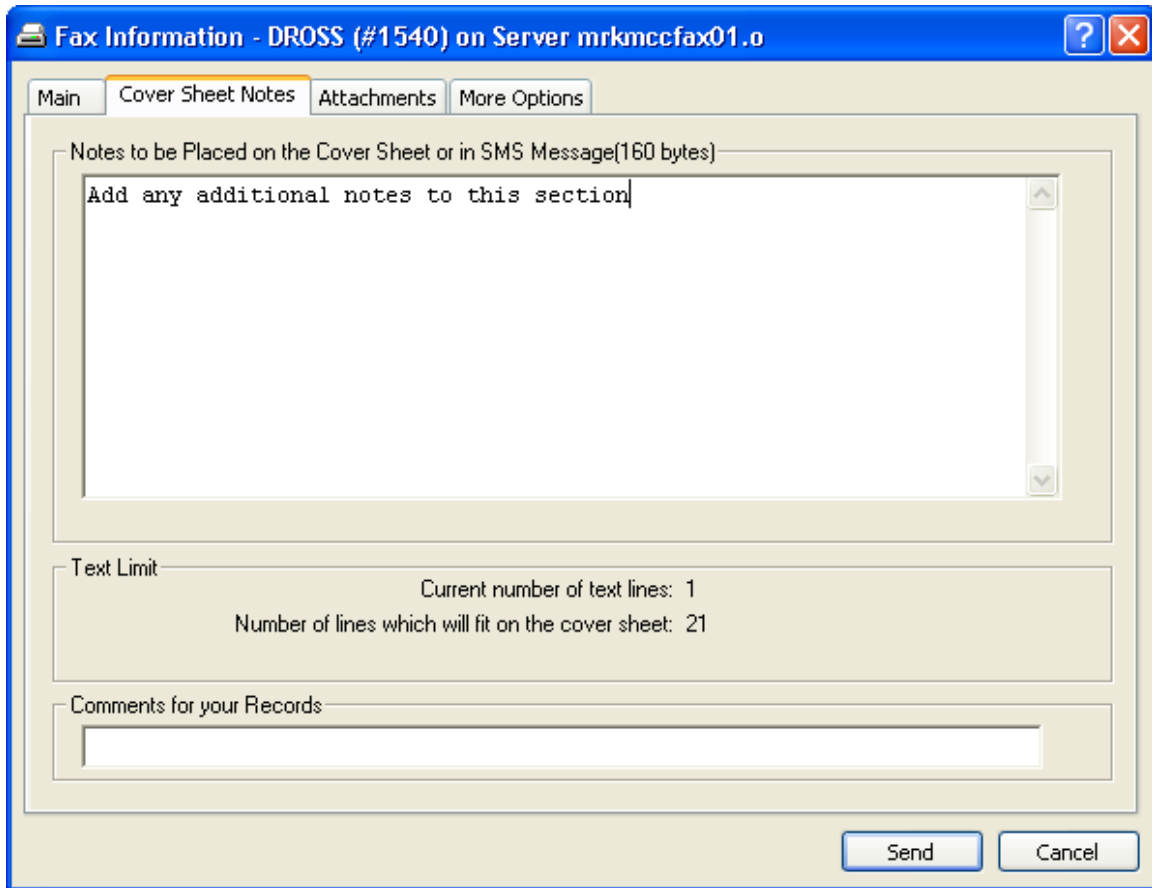
10:59:58 AM
10/13/2010

○ Sent
○ Received
Pages: _____

[Send] [Cancel]

Form is now populated with all info. The information you place here will populate the automatic cover sheet.

5. Add any additional notes

Fax Information - DROSS (#1540) on Server mrkmccfax01.o

| Main | Cover Sheet Notes | Attachments | More Options |

Notes to be Placed on the Cover Sheet or in SMS Message(160 bytes)

Add any additional notes to this section
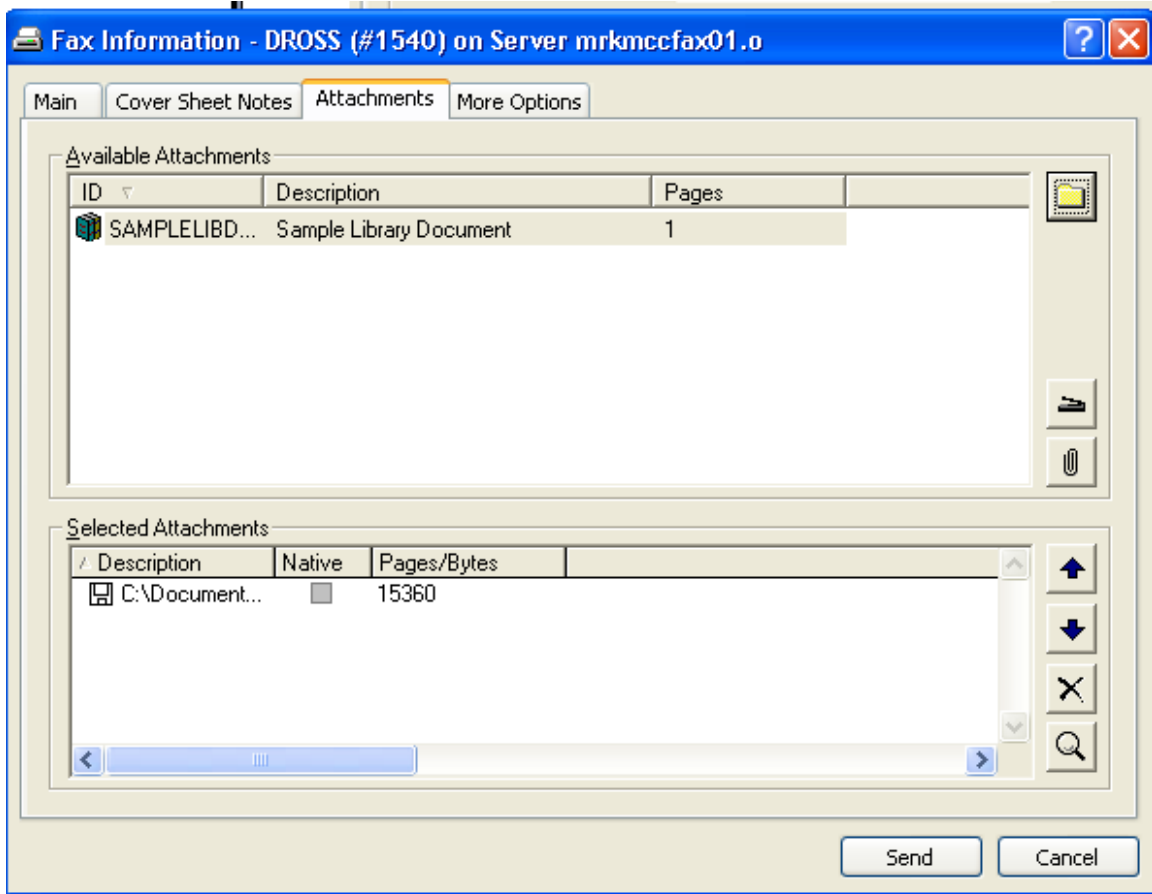
Text Limit

Current number of text lines: 1

Number of lines which will fit on the cover sheet: 21

Comments for your Records

Send   Cancel

6. Attach any additional documents to the fax by selecting the yellow file attachment icon on the top right corner of the Attachments window. Please note that attachments include Microsoft office files (doc, xls, ppt), Jpeg and TIFF files. Library files can be standard forms that can be uploaded to the main server (a standard requisition form, video release form or any other form that never changes)

Fax Information - DROSS (#1540) on Server mrkmccfax01.o

Main | Cover Sheet Notes | Attachments | More Options

Available Attachments

ID ▽	Description	Pages	
SAMPLELIBD...	Sample Library Document	1	

Selected Attachments

/ Description	Native	Pages/Bytes	
C:\Document...	☐	15360	

Send   Cancel

7. Use this tab to modify the From section of the fax. By default, the information associated with the registered RightFax user is automatically entered here.


8. Press Send when you are ready to send the fax.

To check the status of all faxes open the RighFax utility by selecting the printer icon from the tool bar at the bottom right corner of your desktop. Then select Fax Util & a status menu will appear. From this window, you can view & manage the status of both new & old fax messages.

The window can be closed by selecting the close icon in the top corner.

FaxUtil
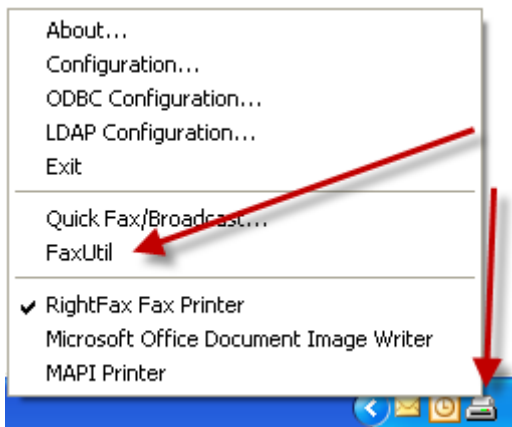
The RightFax FaxUtil page opens